

~~SECRET~~
Security Information

Document No. 9

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO TS S (C)

DDA Memo, 4 Apr 77

Organization and Methods Service

Auth: DDA REG. 77/1763

Date: 240378 By: 025

Survey Report

SEP 30 1953

SUBJECT : Obtaining Refunds for Unused Tickets

REFERENCE: Tab "C" of Study dated March 20, 1953, subject: Transfer of Audit Functions from Transportation Division to Finance Division

1. PROBLEM. To re-assign the responsibility for preparing requests for passenger ticket refunds.
2. FACTS BEARING ON THE PROBLEM.
 - a. The referenced Survey Report divided the responsibility for preparing ticket refund requests between the Finance Division and Transportation Division.
 - b. That part of the responsibility assigned to Transportation Division will now be re-assigned to the Central Processing Branch, Processing and Records Division, Personnel Office, in accordance with Staff Study dated July 22, 1953, Central Processing of Travelers.

25X1A2e

3. DISCUSSION AND CONCLUSIONS.

- a. As outlined in the reference listed above the Finance Division is responsible for preparing the complete ticket refund request with the exception of the final addressee and alias signature. The Transportation Division is now responsible for the latter two items, but as indicated in 2b above, this responsibility is due to be transferred to Central Processing Branch. This procedure also requires that the refund checks return to the Finance Division through the Transportation Division (later, through the Central Processing Branch).
- b. By transferring the responsibility for signing these aliases to the Finance Division it would be possible to by-pass the Central Processing Branch in dealing with carriers for the purpose of obtaining refunds. These aliases now assigned to the Chief, Passenger Movement Branch could be re-assigned to an individual in the Finance Division.

~~SECRET~~
Security Information

SECRET
Security Information

~~CONFIDENTIAL~~

- c. The amount of work involved in this transfer is not sufficient to materially affect either component concerned. Some slight saving may be expected to accrue through the simplified handling proposed.


4. RECOMMENDATIONS.

- a. It is recommended that the existing procedure as outlined in the reference to this study be changed to assign complete responsibility for obtaining ticket refunds to the Finance Division.
- b. It is recommended that Finance Division institute proper action to have the aliases presently assigned to the Chief, Passenger Movement Branch re-assigned to an appropriate individual in the Finance Division.

25X1A9a


O&M Examiner

25X1A9a


Asst. Management Officer, DD/A

Concurrences:

25X1A9a


Chief, Transportation Division/IO

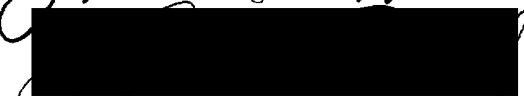
10/11/53

25X1A9a


Chief, Processing & Records Division/PO

10/6/53

25X1A9a


Chief, Finance Division/Comp.

10/8/53

SECRET

Security Information

~~CONFIDENTIAL~~